

Information Security Awareness

“Security is a State of Mind - Work for this State too”

October 2006

Tip of the Month

Tip # 1

Deleting files does not erase the information. It only makes the space containing the files available to store additional data. The information can often be retrieved by using forensics or other recovery tools. As new computers are purchased, older computers may be sold or surplused. You should assume that sensitive information may have been stored or viewed on all computers at some point in time. Before discarding your computer or portable storage devices, you need to be sure that that data has been erased or “wiped”.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 Security Awareness Month Kickoff	4	5	6	7
8	9 Columbus Day State Holiday 	10	11	12	13 Pay Day	14
15	16	17	18	19	20	21
22	23	24	25	26	27 Pay Day	28
29	30	31 Halloween 				



ADOA Information Security

Managing Our Information Safeguards

AIS

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